

26 July 1996

CELMV-ET-ET

MEMORANDUM FOR RECORD

SUBJECT: Minutes of First Meeting-Civil Works Steering Committee

1. The first meeting of the Civil Works Steering Committee on specifications was held in Arlington, Texas, on 11-12 June 1996. A list of attendees (encl 1) and an agenda (encl 2) are enclosed.

2. Freddie Rush, LMV, gave overview of agenda and commented on purpose of the meeting. Introductions and comments were then received from the other attendees.

3. Charles Baldi, HQUSACE proponent, commented on the role and function of the steering committee. The main purposes are to develop, revise and update Civil Works Guide Specifications (CWGS) and to improve the quality of civil works construction projects by improving the quality of specifications engineers and their tools.

4. Tom Shaw, LMK, gave a presentation on the Civil Works Specifications Notice Program. Tom related the responsibilities of the Notice Program Manager which included oversight of the Notice Program, development of policy, problem resolution and the maintenance of CWGS. Tom also discussed Notice Program operation and funding. In regard to funding, Tom advised that LMK was maintaining 70 CWGS on a quarterly basis; maintaining each CWGS required 10 hours quarterly at a cost of \$58.00 per hour. Tom projected a total annual cost of \$162,000.00 for the Notice Program in FY 97. The following three issues were then discussed by the committee:

- Should hard copies of CWGS be made available?
- How can the civil works guidance on the Construction Criteria Base (CCB) CD be updated?
- Should notices be distributed when issued?

It was agreed that hard copies should no longer be printed since CWGS and notices were being developed electronically. The civil works guidance on the CCB-CD definitely needs to be updated; much of the information is out-of-date and should have already been removed. Charlie will contact HQ IM and provide guidance. Regarding notices, Charlie recommended and the committee agreed that a monthly update of notices should be provided Districts and Divisions via e-mail or the Internet. Each notice should show the POC.

5. Jim Quinn, HESC, gave a presentation on the Military Programs Specifications Notice Program. Jim related the following:

- Funding requirements are \$300,000 on the Corps of Engineers Guide Specifications (CEGS)

- It takes 9-12 months to develop a new CEGS
- Approximately 60 CEGS are developed or revised each year
- Approximately 50-75 notices are issued each month
- 137 Mil Specs and 168 Fed Stds have been removed from CEGS at a cost of \$225,000; only 20 Mil Specs and 17 Fed Stds remain
- The Single Master Reference List (SMRL) is maintained manually by his office
- CEGS have been converted to metric
- Executive Order 12873 requires environmental consideration in federal construction
- A PROSPECT training course on specifications is sponsored by his office
- SPECSINTACT problems are being resolved; Corps still seeking agreement on an automated specifications producing system
- Problems with submittal register exists in CEGS; section on submittal descriptions no longer used
- Official source of Corps publications has been set by HQIM; HESC for military programs and WES for civil works
- Design/Build procurement increasing; currently about 25% of military construction. How will its use impact guide specifications?
- Quality assurance is being incorporated in the development of CEGS through procedures, checklists, etc.
- HESC provides support to Civil Works Notice Program
- Construction Specifications Institute (CSI) changed MasterFormat in 1995; this may result in changes to CEGS and CWGS numbering. Military Programs to go slow in changing numbers; Navy has already made change and is experiencing problems
- Joint Service or Tri-Service guide specifications are still being discussed but progress is very slow
- Military Programs has technical representatives throughout country; some problems experienced with coordination and responsiveness
- CEGS will fade away over time; will rely on tailoring option of SPECSINTACT

6. Ray Duncan, Specs Consulting, gave presentation on his work in civil works specifications for HQUSACE. His comments were as follows:

- Study on specifications alternatives has been completed
- Guide specification on environmental protection has been completed
- Stormwater Pollution Prevention Plan handbook has been finished
- Work is continuing on a guide specification on safety
- Study completed on specification practices of districts
- Program visits to some of the districts has been accomplished
- SPECSINTACT has problems especially in regard to doing amendments; SPECSINTACT should be made fully SGML compliant

Ray gave a demonstration on the use of SPECSINTACT software and discussed some of its problems. It is anticipated that many of

its problems will be resolved by the next issue of the CCB CD-ROM.

7. Upon motions duly made, seconded and passed, the Steering Committee agreed to the following procedures on how it is to function:

- All current 13 members will constitute a quorum and must be present at meetings, provide a proxy to represent them or conduct actions by telephone

- 3/4ths vote of committee is required to pass official action or recommendation

- Four (4) at-large members from districts will be added to steering committee; two of these at-large members will serve 2-year terms and two will serve 4-year terms

- At-large members will be reimbursed for salary as well as travel costs; Division members will be reimbursed for travel costs only

- Committee will vote on at-large members based on their qualifications; each Division member will submit a biographical sketch on one nominee to Freddie Rush at an early date. Freddie will forward all biographical sketches to the other members for a vote. The top four vote getters will be elected to the committee. Determination of which two at-large members will serve two year terms and which two will serve four year terms will be made at next meeting

- The Committee will have three officers; chairman, vice chairman and secretary who will serve two year terms

- The following officers were elected:

- Chairman, Freddie Rush, LMVD

- Vice Chairman, John Kerkowski, NAD

- The Secretary will be the top vote getter of the four at-large members

- Robert's Rules of Order will be used in the conduct of meetings

- Recommendations to be presented to Committee must be in writing in a format to be determined and a copy must go to members at least 30 days in advance of the meeting in which action is to be taken; Larry Seals will provide a suggested format for recommendations

- The Committee will meet every four months

- The next meeting of the Committee will be in late August at the same location as this meeting; LaQuinta Conference Center, Arlington, Texas

8. Other issues discussed by the Committee were as follows:

- a. CWGS 01025, Measurement and Payment. Further discussion and action was postponed until later date. George Norton, NED, will research issue, talk to Construction personnel and report to committee at its next meeting.

- b. Specifications News Group. Jim Quinn, HESC, will check into forming a specifications news group and forward information

to specifications engineers.

c. EC 1110-1-85. Committee members will provide comments on the EC at the next meeting after coordinating review of the EC with their Districts.

d. SPECSINTACT (SI). The Committee agreed to request District specifications people to relook SI on the July CD-ROM and to await the results of a July Beta test on the software before taking any action in regard to its problems. A motion was made to send a written recommendation to HQUSACE and to the SI Board that the SI editor should be made fully SGML compliant. The motion was seconded and the motion passed.

e. Amendments. There are problems in issuing amendments with SPECSINTACT. The Committee postponed any action until next meeting in order to involve at-large members. Also, the Committee agreed to talk to Districts (specifications and contracting people) and determine need for standardization, problems with SPECSINTACT and problems with SAACONS.

f. Uniformity in Contract Requirements. The Committee agreed to relook this issue down the road. However, it was agreed to review the EC in light of this issue. Also, Tom, LMK, will review several design guides and report on consistency in requirements for preparing specifications.

g. Fed Specs/Mil Specs. All references to Fed Specs and Mil Specs are to be removed from CWGS unless waived by the end of FY 96. Tom, LMK, will provide Charlie a list of Fed Specs and Mil Specs to be waived and to be deleted.

9. The Committee considered civil works guide specifications that should be deleted, retained, updated, developed or combined with CEGS and tentatively agreed to the following:

a. Guide Specifications to be Deleted:

CE 1103 - Photogrammetric Mapping
CE 1104 - Aerial Photography for Photogrammetric Mapping
CE 1504 - Crest Gate Seal Heaters

b. Guide Specifications to be Retained:

CE 1102 - Dredging
CE 1308 - Stone Protection
CE 1309 - Levees
CWGS 15346 - Lubricating Systems for Flood Control Pumping
Plants
CWGS 16643 - Cathodic Protection for Lock Miter Gates

c. Guide Specifications to be Retained by HDC:

CE 2205.01A - Turbine Water Flow Measuring Equipment

CE 5910 - Welded Power Penstocks (and Surge Tanks)
CW 13331 - SCADA
CW 16212 - Tubular Hydraulic Turbines AC Generators &
Appurtenant Equipment

d. Guide Specifications to be Merged into ER or EM:

CW 01333 - Hydrographic Surveying
CW 01334.1 - Global Positioning System

e. Guide Specifications to be Combined with CEGS:

CE 2215 - Geotextiles Used as Filters
CE 2311 - Round Timber Piles
CE 2315 - Steel H-Piles
CE 2365 - Prestressed Concrete Piles
CE 3301 - Cast-in-Place Structural Concrete
CE 3307 - Concrete for Minor Structures
CE 3425 - Precast Prestressed Concrete
CWGS 14210 - Elevators for Dams, General Type, AC & DC

It was noted that CE 5502 and CE 5101 could be combined with CEGS and that a new ER would be changing the requirements in these two guide specifications as well as requirements in CE 5120, CE 5505 and CE 5016. The Committee also noted that we need to ensure that ER's being revised should also provide requirements for the update of related guide specifications.

f. Guide Specifications to be Updated:

CE 2148 - Relief Wells (add section on pilot hole)
CE 2214 - Soil Bentonite Slurry Trench Cutoff (add section
on cement bentonite)

g. Guide Specifications to be Developed:

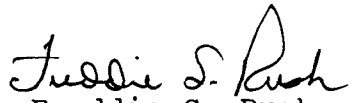
Drainage Structures through Levees and Small Dams
Rock Anchors and Soil Anchors
High Mast Lighting
Blasting for Excavation
Summary of Work
Contract Closeout
Concrete Restoration
Concrete for Concrete Slurry Cutoff Walls
Geotextiles Tubes

10. Other comments made by the Committee include the following:

- There should be better notes on guide specifications
- Engineer Form 3078 should be better utilized
- Specification writers should attend PROSPECT course
- There should be dedicated Specifications Writer classification series
- Corps should move forward with Electronic Bid Sets

- Further discussion needed on submittals on Safety, Contractor Quality Control, etc.
- Further discussion on "Special Clauses"

11. There being no further discussion or business to be considered by the Committee, the meeting was adjourned.


Freddie S. Rush
Committee Chairman

CIVIL WORKS STEERING COMMITTEE
11 - 12 June 1996

1. Freddie Rush, CELMV-ET-ET, (601) 634-5936
2. George Norton, CENED-ED-DS, (617) 647-8870
3. Larry Seals, CEORD-ET-EQ, (513) 684-3034
4. Charlie Baldi, CECW-EP, (202) 761-8894
5. Jim McHenry, CENCD-E-EG-T, (312) 353-1801
6. Donald L. Bergner, CESPd-ET-E, (415) 977-8101
7. Jim Quinn, CEHNC-ED-ES, (205) 895-1821
8. James D. Adkinson, CESWD-ETE-T, (214) 767-2353
9. Bill Wottlin, CENPD-ET-E, (503) 326-3861
10. Joe Miller, CEMRD-ET-E, (402) 697-2649
11. Jim Nakasone, CEPD-ET-T, (808) 438-2837
12. Tim Pope, CESAD-ET-EG, (404) 331-6703
13. Ray Duncan, Specs Consultants, (601) 638-8958
14. John Kerkowski, CENAD-ET-ET, (212) 264-7106
15. Tom Shaw, CELMK-ED-DE, (601) 631-5579

AGENDA

CIVIL WORKS STEERING COMMITTEE

TUESDAY, JUNE 11:

08:00 - 08:20	Introductions/Announcements	Freddie Rush
08:20 - 08:45	Committee Purpose & Goals	Charlie Baldi
08:45 - 09:30	Civil Works(CW) Notice Program	Tom Shaw
09:30 - 09:50	Break	
09:50 - 10:30	CW Specifications Efforts	Ray Duncan
10:30 - 11:10	MP Specifications	Jim Quinn
11:10 - 11:30	Questions/Summary	
11:30 - 13:00	Lunch	
13:00 - 13:45	Discussion <ul style="list-style-type: none">- Committee Voting- Committee Officers- At-Large Members- Developing Recommendations- Presenting Recommendations- Future Meetings	Committee
13:45 - 14:30	CW Guide Specifications(CWGS) <ul style="list-style-type: none">- To Be Deleted- To Be Updated- To Be Retained- To Be Developed- To Be Combined with CEGS	Committee
14:30 - 14:50	Break	
14:50 - 15:35	CW Guide Specifications (cont)	Committee
15:35 - 16:15	Summarize Day 1 Results	Committee
16:15 - 16:30	Outline Activities for Day 2	Committee

WEDNESDAY, JUNE 12:

08:00 - 09:30	Develop Issues <ul style="list-style-type: none">- CWGS- Notice Program- SPECSINTACT	Committee
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- EC 1110-1-85
- FY97 Funds
- Uniformity in Contract Requirements
- Incorporating QA/QC in Project Specifications
- Divisions' Issues

09:30 - 09:50	Break	
09:50 - 11:30	Prioritize Issues	Committee
11:30 - 13:00	Lunch	
13:00 - 14:30	Assign Issues for Investigation	Committee
14:30 - 14:50	Break	
14:50 - 15:30	Summarize Results of Meeting	Committee
15:30 - 16:00	Conclude	